



UNITED STATES ENVIRONMENTAL PROTECTION AGENCY
WASHINGTON, D.C. 20460

OFFICE OF
ADMINISTRATION
AND RESOURCES
MANAGEMENT

JUL 5 2017

Jeanne Conklin
Deputy Controller
Office of the Controller
Office of the Chief Financial Officer
Environmental Protection Agency
Washington, DC

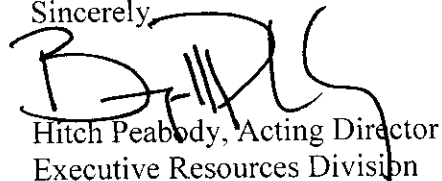
Dear Ms. Conklin:

Senior management has approved your reassignment to the SES position of Controller, ES-0501-00. This position is located in the Office of the Controller, Office of the Chief Financial Officer. The official duty station for this position is Washington, DC.

The law establishing the SES requires that you receive written notice 15 calendar days in advance of any reassignment. This provision was established to protect employees by providing them with an opportunity to raise questions and issues to management, prior to a reassignment. This letter is your written notice of your reassignment.

Please indicate your preference and sign the enclosed acknowledgment. If you wish to waive the 15 calendar day notice period, we can make your reassignment effective July 9, 2017. If you have any questions about this conversion, please contact me at (202) 564-8596.

Sincerely,



Hitch Peabody, Acting Director
Executive Resources Division

Attachment:
Acknowledgement of Reassignment

ACKNOWLEDGMENT OF SES REASSIGNMENT

This is to acknowledge receipt of this letter informing me of my reassignment to the SES position of Controller, FS-0501-00. This position is located in the Office of the Controller, Office of the Chief Financial Officer with an official duty station of Washington, DC.

I wish to:

☐ wait the full 15 calendar day notice period prior to this reassignment. (please check block)

I wish to:

☒

waive the 15 calendar day notice period and have the reassignment effective July 9, 2017. (please check block)

Signature:

Janie Corbin

Date:

July 7, 2017

Please send a signed copy via email or fax (202-564-9612) to Howard Barnett.